



MEETING NOTES

August 13, 2015

In Attendance:

Makele Ndessokia, MDA	Dwan Ruppel, DOR	Jerri Denton, OA
Denise Horn, MDA	Mari-Jo Wilkes, DNR	Josh Runyan, DOR
Stacey Jacobs, STC	Keith Dudenhoeffer, DOI	Libbie Farrell, OA
Sara Murphy, DMH	Janice Frank, DPS	Mark Johnson, SAO
Heather Kaiser, SOS	Lisa Verslues, MOSERS	Tom Fast, OA
Kelly Gardner, DSS	Sara Seaver, DSS	Velma Long, DOC
Peggy deMeurers, MCHCP	Victoria Hillstrom, Lottery	Meredith Curry, DHSS
Misty Hill, DNR	Carol Newgaard, SAO	Dorothy Session, DOLIR
Kim Johnson, OA	Lauren Bauman, SOS	Tara Elliott, MODOT
Anna Wise, DSS	Stacey Rackers, Finance	Jessica Schwartz, DHE

Welcome – Makele Ndessokia

Tom Fast, OA was welcomed as the new co-chair of SHRMC.

Workplace Possibilities – Emily Becker

Emily Becker gave a presentation regarding Workplace Possibilities through Standard Insurance Company. Cindy Gillmore is the Jefferson City area Workplace Possibilities Consultant and Debbie Cross is the Workplace Possibilities Coordinator. A presentation was given regarding what Workplace Possibilities does to help employees remain on the job and reduces the duration, cost and impact of STD, LTD, FMLA and other absence/disability programs. When an employee is identified as needing assistance, it was noted that medical documentation is needed from an MD or a DO. Medical documentation from a Chiropractor is not accepted. It was also noted if an employee has been helped with equipment and is moving from that agency to another agency under MOSERS, it is up to the departing agency HR whether the equipment goes with the employee or stays in the current agency.

It was noted that there is Back to School Ergonomics which is a 2 to 3 day program for people to become certified to do assessments. The cost is \$535 per person or if there are 3 or more from an agency it is \$475 each. Makele will get more information regarding this and send out.

Accounting Update – Libbie Farrell, OA Accounting

Libbie announced a garnishment reminder, specifically a legislative change to the Writ of Sequestration notifications. The change to the legislation is that anyone over 18 can serve to any facility, it no longer has to be done by the Cole County Sheriff's office. Libbie asked that you notify your facilities of this change. OA has to enforce the Writ of Sequestration. The employee will still need to complete and submit the Head of Household form to the Office of Administration. If you are being served as an employer, the form needs to be given to HR to send to OA.

Personnel Update – Jerri Denton, OA

Adoption leave policy changes was made in CSR10-10.010. If your agency is making changes to your adoption leave policy, the department appointing authority must submit the update to the Personnel Advisory Board for approval.

FY2017 PAB recommendations were approved and sent to the Governor.

Open Discussion –

Lisa Verslues, MOSERS brought posters that were available to agencies regarding the life insurance open enrollment. She asked that agencies emphasize to employees the importance of resetting their passwords so they can access their MOSERS account for the optional life enrollment period coming up in October. If you did not get any posters at the meeting, they will be available at the HR/Personnel Conference in September.

The meeting was adjourned.

Next Meeting

**September 10, 2015 – 8:30 a.m. to 10:30 a.m.
Room 500 HSTOB**